

## PROJECTED DUE DATES FINANCIAL & PROGRESS REPORTS

Reports are due by the **12th working day** following the close of the period covered in the report.

- **Financial reports** are required quarterly, even if no expenditures have occurred.
- **Progress reports** are required as follows:  
*Victim/Witness, SAGP and VSDVVF: quarterly* (period ending 9/30, 12/31, 3/31, and 6/30).  
*V-STOP: – semi-annual* (period ending 6/30 and 12/31) **and CY annual** (due 1/31).  
*SASP – CY annual* (period ending 12/31).

<b><i>QUARTER ENDING</i></b>	<b><i>DUE DATE</i></b>
9/30/2018	10/17/2018
12/31/2018	1/17/2019
3/31/2019	4/16/2019
6/30/2019	7/17/2019
9/30/2019	10/17/2019

**Please contact the appropriate DCJS staff person if you need assistance with the following:**

- Financial Reports and Requests for Funds - DCJS Financial Services Manager, Bill Dodd, at 804-371-0638 or [bill.dodd@dcjs.virginia.gov](mailto:bill.dodd@dcjs.virginia.gov).
- GMIS - Complete and send an email to [grantsweb@dcjs.virginia.gov](mailto:grantsweb@dcjs.virginia.gov) citing the error message received, to request assistance from the GMIS IT Specialist, DeAndrea Williams.
- CIMS or VSDVVF Reporting Software - DCJS IT Contact Specialists at 804-786-4576 or 804-225-4868.
- Progress Reports and Other Requests - Your assigned DCJS Grant Program Monitor.
- If you have general questions, please contact Beverly Johnson at (804) 786-9055 or via e-mail at [beverly.johnson@dcjs.virginia.gov](mailto:beverly.johnson@dcjs.virginia.gov).